



CALIFORNIA

INCIDENT COMMAND CERTIFICATION SYSTEM



OFFICE OF THE STATE FIRE MARSHAL

2010

QUALIFICATION GUIDE

DRAFT 01/21/10 0230

CICCS Qualifications Guide

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To: California Fire Service
From: Tonya Hoover, California State Fire Marshal
Kim Zagaris Chief Fire and Rescue Cal EMA

Subject: CICCIS Qualifications Guide

It is with great pleasure that we present to you the 2010 CICCIS Qualifications Guide. The California Incident Command Certification System was developed by the California Fire Service to provide a performance based certification system. The purpose is to provide consistent management policies and programs for safe, and efficient all-hazard incident management practices to incidents in California.

The qualifications guide consists of three parts. The first is the administrative section. The administrative section contains information on training, position task books, peer review committees and many other aspects of CICCIS. The second part covers position qualification requirements including required training and experience. The third portion is an appendix of documents necessary for implementation of CICCIS and ICS.

This first edition is primarily focused on wildland firefighting, although many of the positions are interchangeable for other types of incidents. This document will change as positions are added and all-hazard incidents are analyzed for their training and experience needs. Because this is a living document we ask that as the California Fire Service you continue to provide ideas and comments to the CICCIS Task Force to continually improve this document.

Our thanks goes to the CICCIS Task Force for great voluntary contributions they put forth to produce this document and maintain CICCIS.

CICCS Task Force Members

The Task Force recognizes the leadership of its original members who have shaped CICCS into the successful system it is. This Guide is dedicated to Chief Pat Cooney whose commitment to fire fighter safety is reflected in the creation and development of CICCS.

CICCS Original Members

Steve Brown – SBFS/ Cal Chiefs
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Art Cota- Cal Fire
Bill Cote- Cal Fire
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TJ Welch – Alameda County FD

CICCS Task Force Members 2006- 2010

Dennis Baldrige - US Forest Service
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George Corley – San Bernardino County FD
Bob Doyle – Glendale FD
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Deano Esades – Pechanga FD
Mike Esparza - Riverside FD
Bill Frankel – Camp Pendleton FD
Keith Gurrola – Ventura County FD
Bill Holmes – Cal Fire
Jim Kilner – Kings County FD
Bruce Lacher – El Dorado County FPD
Jim Little – Long Valley FPD
David Lord – Alameda County FD
Mike McLaughlin – Merced FD
Brian Norton- Orange County FA
David Powell – Cal EMA
Les Ramsey - Sanger FD
Tom Reaves- Foster City FD
Ron Recker – BIA/CWCG
Mike Richwine – State Fire Training
Ramiro Rodriguez – State Fire Training
Rich Rubin – Aptos/ La Selva FPD
Brad Smith – Livermore/Pleasanton FD
Scott Vail – Cal EMA
TJ Welch – Alameda County FD
Ken Wagner – Roseville FD/FIRESCOPE BOD
Kevin White – California Professional Firefighters
Claudia Whitendale – Tulare County FD

Background / History

After Action Reports from incidents in the early 1990's cited ICS training deficiencies that may have led to near misses, accidents and injuries. To address this concern, a meeting was held in 1995, with 230 representatives from the State Fire Marshall's Office, Offices of Emergency Services, Cal Chiefs and State Training Officers to discuss the use and implementation of ICS and to discuss the creation of a system to standardize certification and qualifications for ICS positions specific to California.

After the October 1996 Calabasas fire, a task force of the involved agencies developed the Calabasas Fire Report. A total of 56 recommendations were presented to enhance fire agencies' capability to combat wildland fire incidents and provide for safety of personnel. There was an agreement by the agencies that the 12 highest priority recommendations be forwarded to FIREScope for review and implementation on a statewide basis.

In April of 1997 OES Fire & Rescue Service Advisory Committee/FIREScope Board of Directors were presented with the findings of the Calabasas Fire Report.

Three of the recommendations involved "Development of qualifications & experience requirements for all fire fighters responding to mutual aid wildland/urban interface incidents."

In June 1997 the Training Chief State Fire Marshals Office presented a recommendation to the FIREScope Board of Directors that "the Board of Directors should appoint members to a working group chaired by SFMO to develop standards for all-risk incident management using the National Wildfire Coordinating Group (NWCG) Positions Qualification Guide or PMS 310-1 as a model". In October 1997, OES Fire & Rescue Service Advisory Committee/FIREScope Board of Directors "agreed that SFMO should lead in the development of State of California Incident Management Certification and Qualification for the State".

In 1998 the California Incident Command Certification System (CICCS) Task Force was established with representatives from across the State. During 1999 the CICCS Task Force presented recommendations to the State Board of Fire Services who agreed on the following elements:

- Voluntary Fire Department Participation
- Historical Recognition of Prior Experience
- Specific System Components
- Utilizing NWCG 310-1 as a base document

In November 2000 CICCS was adopted by State Board of Fire Services & OES Fire & Rescue Service Advisory Committee/FIREScope Board of Directors.

August 1, 2002 CICCIS was implemented by State Fire Training, a section of the State Fire Marshals' Office, and the Governors' Office of Emergency Services Fire & Rescue Branch.

Introduction

The CICCIS Incident Qualifications Guide recognizes the need to provide the California Fire Service a document that captures not only the National Wildfire Coordinating Group (NWCG) direction on wildland fire and National Incident Management System (NIMS) all-hazard certification and qualification requirements. CICCIS also recognizes the California Fire Service has to provide a broad spectrum of services that is consistent with their all-hazard mission. CICCIS recognizes the voluntary nature of this program and the difference in mission of local government from the federal and state wildland fire agencies. The State Board of Fire Services and the Cal EMA Fire and Rescue Services Advisory Committee/FIRESCOPE Board of Directors have endorsed this Guide. "The Office of State Fire Marshal tasked a committee of the SBFS members with developing a certification system that would enhance our state's ability to field resources that are adequately trained and qualified for service through our emergency response system.

It is the intent and goal of the Office of State Fire Marshal that the California Incident Command Certification System (CICCIS) will enhance the abilities of our state's fire fighters to adequately prepare themselves to eventually respond to all types of incidents by clearly identifying certification criteria. CICCIS is designed to be managed at local, regional, and state levels. CICCIS provides a road map for new resources to be certified as well as recognizing those individuals who have already completed equivalent training and are already functioning at these levels.

Authority

The CICCIS Task Force is a sub-committee of the State Board of Fire Services (SBFS). The SBFS plays a major role in providing a state-level focus for resolving fire prevention and control issues affecting the entire fire service. This board is comprised of representation from fire service labor, Fire Chiefs, fire districts, volunteer fire fighters, city and county governments, CAL FIRE, CAL EMA, and the insurance industry. It is chaired by the State Fire Marshal. The SBFS serves in an advisory capacity in such areas as the development of technical and professional performance standards for training fire service personnel, accreditation of curriculum, establishing policy for the certification system for the California fire service, and other issues of concern and importance. The CICCIS Task Force (CICCIS TF) also functions as The Peer Assessment for CICCIS Evaluation Committee (PACE V) which is responsible for reviewing and certifying applications for ICS 500-600 level positions. PACE V is authorized in the State Fire Training Procedures Manual. CICCIS works in

conjunction with State Fire Training in order to certify California Fire Service personnel. *"State Fire Training Procedures Manual page 215"*

Objectives, Process and Design

The objective of CICCIS is to create a qualification system that meets the needs of the California Fire Service. A single statewide system insures a minimum standard is established for all personnel that move to incidents outside of their home Department/Agency area of responsibility or jurisdiction. The process uses the established organization and authorities of the State Fire Marshal and Cal EMA. Cal EMA utilized their affiliation with all of the local Departments/Agencies to establish local and regional peer review committees. These committees are made up of a cross section of Departments/Agencies located within the local peer review jurisdictional boundaries. The peer review committees act as the certifying component of the CICCIS process. A peer review committee issues a State Fire Marshals Office certificate once the peer review committee has determined that an individual is certified.

Responsibilities / Program Administration and Accountability

California Emergency Management Agency (Cal EMA)

Cal EMA is responsible for the following components of the CICCIS process:

- Establishing the operational area (ICS 300) and regional peer (ICS400) review committees
- Overseeing the peer review process
- Providing a statewide point of contact for CICCIS
- Coordination of the CICCIS Task Force
- Providing coordination of CICCIS between Cal EMA and Office of the State Fire Marshal
- Providing coordination of CICCIS and FIREScope
- Managing Publications and documents of the CICCIS Task Force

FIREScope

FIREScope works in conjunction with the SBFS/CICCIS taskforce to insure that an integrated process is provided to the California Fire Service. This is accomplished through the following:

- Provides through, the Operations Working Team, professional and technical information to the CICCIS Task Force on course development.
- Jointly develop position requirements for ICS positions with California.

- Is Responsible for operations, development and maintenance of ICS and MACS within California.
- Provides the common voice for all facets of the California Fire Service on CICCIS.

State Board of Fire Services

The SBFS is responsible for the following:

- Provides the authority to create the CICCIS program
- Reviewing and approving the CICCIS process.

State Fire Marshal

The Office of the State Fire Marshal is responsible for the following:

- Providing CICCIS certificates to all of the 300 and 400 level peer review committees.
- Establishing the PACE V committee for the review of the 500 and 600 level applications
- Ensuring that the membership in the PACE V committee meets the voting member requirements
- Issuing the CICCIS certificates for all certified 500 and 600 level individuals

Fire Departments/Agencies

Any Fire Department/Agency that chooses to participate in the CICCIS process needs to insure that the following components are adhered to:

- The Fire Department/Agency maintains all training records pertinent to the CICCIS process.
- Issues annual qualification cards *or other department approved documentation of qualifications*
- Endorses the CICCIS peer review process
- Provides accurate and complete CICCIS packets to the peer review committees
- Educates their Department/Agency on the CICCIS process
- Notifies and or provides ICS training opportunities to their members
- Provides representation to the peer review committee when requested
- Provides ICS 100 and 200 level certification

Fire Chiefs/Administrator

At the local level the Fire Chief/Administrator provides final review and approval for qualification of their department personnel following peer review.

- The Fire Chief qualifies fire department personnel

- Is responsible for re-certification and de-certification
- Sets physical fitness standards
- Validates that their personnel meet all the requirements as set forth in the CICCIS process.
- Signs the letter of application for CICCIS peer review.

Individuals

Any individual that is a member of a Department/Agency that endorses CICCIS is responsible to have completed all of the requirements outlined in the CICCIS application process prior to submitting an application:

- Each individual needs to maintain all of the original course completion certificates, performance evaluations and Position Task Books (PTB's).
- The individual is also responsible insure that all performance evaluations that maintain currency are submitted for documentation purposes to the appropriate person within the Department/Agency.
- The individual is responsible to insure that their qualifications card/documents are current.
- Individuals that are trainees are responsible to bring an initiated PTB when they are assigned to an incident as a trainee

System Description / Components / Process

Performance Based System

CICCIS is a performance based Qualification System and is not rank based; qualification is based on completion of required training and demonstrated successful position performance by completing the applicable position task book on incidents, events, job activities, simulations, exercises or classroom activities.

The primary criteria for qualification are individual performance as observed by an evaluator qualified in that position or a higher level position, and properly documented in an approved PTB. Position task books contain all critical competencies, behaviors and tasks that are required to be successfully performed in order to become certified in a specific position. The process of demonstrating the abilities to perform the position is the completion of a PTB. The tasks in each PTB have been established by subject matter experts from various agencies and geographical areas of the United States.

Position task books are in a format which allows for documentation of a Trainee's ability to perform each task. Tasks pertaining to tactical decision-making and safety require position performance on an actual incident. Certain tasks may be evaluated through other means such as a simulation, or emergency or non-emergency incident/event. Successful completion of all tasks of the position, as determined by the evaluator(s), will be the basis for recommending certification.

Training

- **Required Training**

Required Training provides a direct link between training and job performance to provide for responder health and safe operations on incidents and planned events. Required Training cannot be challenged and must be completed prior to initiating a position task book (PTB).

There is an exception to the completion of required training prior to the issuance of a PTB. This exception is for Command and General Staff positions that require the successful completion of S-420, S-520, and S-620.

Annual Fireline Safety Refresher (RT-130) training will focus on mandatory core content subjects and not on a minimum timeframe standard. The required number of hours is determined by the agency. All personnel who may be required to be on the fireline shall annually complete Fire Safety Refresher training (RT-130). Refresher training shall consist of fire shelter purpose and use, practice deployments, and any pertinent fire safety related topics, such as: Fire Orders and Watch-out Situations; Look-outs, Communications, Escape Routes, and Safety Zones (LCES); Look Up, Look Down, and Look Around; Incident Response Pocket Guide and Standards for Survival. Content and duration of the refresher training is Fire Department/Agency determined. Some positions have identified recurrent training (RT) at various intervals.

- **Recommended Training**

Individuals are not required to complete courses referenced under “Recommended Training” in order to qualify for a CICC position— unless specific Department, Agency, Operational Area, Regional policy dictates additional required training.

Recommended training referenced here is not “required,” the training provided in the identified courses, Job Aids, knowledge and skills acquired through on-the-job training, work experience, or training determined by the Department/Agency, is a primary means by which individuals can prepare for position performance evaluation by obtaining specific knowledge and skills required to perform tasks identified in the PTB.

- **Job Aid’s**

Job aids are “how to” books that assist an individual in performing all tasks associated with a position. Job Aids will be used by an individual, in a trainee position, who has met all of the prerequisites, but has not completed the position task book for that position. In some cases such as, Equipment Manager (J-255), familiarization of the Job Aid is a part of the

required training. Job aids are also used after the individual has become qualified, as an aid or refresher in performance of the position. No job aid can be issued without the approval of the Fire Chief/Administrator or their designee.

Equivalencies

Equivalency courses are classes which have been determined by the CICCIS Taskforce to meet the objectives of the referenced course. The goal of course equivalencies are to minimize redundancy of training, expedite the certification process, and avoid repetitive costs due to duplication of curriculum delivery. It is not the purpose of the equivalency matrix to dilute the intent of the referenced course curriculum. In comparative analysis, the identified equivalent course work meets or exceeds the intent of the referenced course content identified for comparison.

Any proposed equivalent course needs to be submitted to the Task Force for review and approval prior to being accepted as an equivalent course. Once course equivalency has been granted CICCIS authorizing language must be incorporated on the course certificate. Information on any class or instruction that has been substituted for required training will need to be documented and explained in the CICCIS application packet. For additional information on Course Equivalency Guidelines, consult the CICCIS Equivalency Matrix. See Appendix

Approved equivalency courses can be found in the matrix in Appendix XXX. Any course listed as an equivalent course can be substituted for the referenced course for purposes of submitting a CICCIS qualifications application. There is no guarantee that a reciprocal equivalency will be granted for approval by another organization or agency.

There will be a significant increase in the courses available in the near future with the introduction of new FEMA courses and courses from other sources to address the all-hazard environment and this guide will be constantly updated. The CICCIS task force will assign an evaluation team to conduct the analysis, document their findings, and submit recommendations to the CICCIS task force for recognition of equivalency. As courses are approved as equivalencies they will be posted on the website to be utilized prior to the adoption of next CICCIS Qualifications Guide.

Position Task Books

Position Task Books (PTB's) contain all the minimal critical Competencies, Behaviors and Tasks required to become certified for an ICS position. PTB's are designed in a format that allows documentation of a trainee's performance of

given tasks. Successful completion of all tasks required of the position as determined by an Evaluator shall be the basis for recommending certification.

An individual may not have more than four active position task books **open** at one time **and** no more than two of the four ~~allowed~~ position task books may be in a single functional area except aviation (for example, an individual may be issued a task book for Facilities Unit Leader and a task book for Food Unit Leader in the Logistics functional area; or they may be issued task books for Helicopter Manager and Strike Team Leader in the Operations functional area). No person can have a PTB initiated while still a trainee in a prerequisite position.

Individuals serving as trainer, coach or evaluator must be currently qualified in the position being evaluated and must have successfully performed **a** minimum of two quality incident assignments in the position for which they are training and/or evaluating others.

Trainee requirements include completion of all required training courses and prerequisite experience prior to obtaining an initiated position task book. The only exceptions are those Command and General Staff positions that include S-420, S-520, and S-620 as required training. Position task books and the qualification process can be initiated for those positions prior to attendance and completion of these three courses. This procedure allows trainees to gain experience that prepares them for passing these advanced courses.

- Fire Chiefs or their designees may only initiate PTB's after peer review committee review and approval of completed required training. Discuss at next meeting!
- PTB's may only be initiated by the Department/Agency that the individual is employed by.
- The Fire Chief or their designees have the responsibility to initiate PTB's.
- The timeframe of completing the PTB begins when the first assignment has been completed and signed off, not the date that the PTB was issued.
- A PTB is valid for three (3) years from the initiation date. Upon documentation of the first task in the PTB, the five (5) year time limit is reset from that new date.
- The PTB must be completed within five years of first assignment (or first task being evaluated). Failure to complete the PTB will require the individual to meet any and all current qualifications standards will then apply.
- A minimum of two quality assignments is required to be considered for certification. The appropriate peer review committee can increase the number of assignments bases on the complexity of the assignments submitted for certification.
- Quality assignments are those that exercise the full range of responsibilities of the assigned trainee position.

- Document on an ICS 225 the dynamic nature of the assignment in the narrative portion. Performance evaluations are the key to success in the performance based system.
- Every trainee assignment requires a completed an ICS 225 or ICS 224.
- To receive the proper documentation and improve the quality of the trainee assignment a trainees should check-in with the assigned training specialist (TNSP).
- All documentation in a PTB must be legible. This must include the legibly printed name of the evaluator.
- The CICCIS TF is responsible for updating any changes to the PTB to meet the needs of the Qualifications Guide recognizing that NWCG requirements differ from CICCIS.
- Once a PTB is initiated a trainee will continue with that PTB until completion (if they are within timeframes) regardless if there are new requirements for that position.

Required Experience

Required Experience includes qualification in any prerequisite position and successful position performance through completion of the position task book or recognition through the historical recognition process. Any new historical recognition process can only be initiated by the CICCIS Task Force/ PACE V Committee. Required Experience cannot be challenged.

Qualification

The qualification process is a two fold process. The CICCIS peer review committee must have certified an individual for the position applied for by determining that the required experience and course work meet CICCIS minimum standards. The second part of the process is when the Fire Chief/ Administrator confirms that the individual wanting to be qualified meets the Department/Agency physical fitness requirements and meets the currency requirements for that position. This will apply to all positions other than 100 level positions, Engine Boss and Crew Boss which are subject to Agency Peer Review. These positions are both certified and qualified at the Fire Department/ Agency level.

Once a Department/Agency has determined that an individual is qualified, that individual can perform that position outside of the home Fire Department/Agency jurisdiction and made available to the mutual aid system by being placed in ROSS.

The Fire Chief shall ensure that certification records are maintained and shall either issue a CICCIS Qualification Card or maintain Department/Agency

approved documentation annually for each currently qualified individual. The card shall contain, at a minimum, the individual's name, agency, expiration date, qualified positions, trainee positions, measured physical fitness, other skills, and clarifying remarks. This documentation is proof of position currency at an incident.

Completion of required training and experience alone does not guarantee an individual will be qualified to perform in a position. Qualification is a subjective determination each individual Fire Department/Agency must make based on task evaluations, position performance evaluations, and their own judgment of the quality of an individual's experience.

Transferring Qualifications from a non-CICCS participating department/agency to a CICCS participating agencies

When an individual transfers to a Fire Department/Agency that endorses CICCS they will need to go through the following process:

- A complete CICCS application will need to be filled out including the incidents that will keep the applicant current since their last qualification card was issued.
- Documentation of being on qualifying incidents will need to also be provided i.e. IAP's, IQS printout, IQCS printouts.
- All of the required attachments as outlined in the CICCS application process will need to be provided.
- A copy of the past Department/Agency qualifications card or other documentation will also need to be provided. If the individual was historically recognized by their previous employer that documentation will need to be provided.
- The CICCS application will need to be submitted to the appropriate CICCS review committee.
- If multiple positions are being applied for they will need to be applied for in sequence, with the lower level applications approved first. The higher level application can then be submitted with the lower level certificate included.
- The peer review committee may require additional information or documentation in addition to that listed above.

Transferring CICCS Qualifications from Operational Area/Region to another Operational Area/Region

When an individual transfers to a Fire Department/Agency that is subject to CICCS they will need to provide a copy of their CICCS file or documentation from their previous operational/regional peer review committee. This documentation will be reviewed by the receiving peer review committee who may require

additional information or documentation prior to an individuals being entered into ROSS in the new operational area.

Certification

Certification is the process where State Fire Training issues a certificate that an individual has met the required coursework and documented experience.

Certification is the role of State Fire Training.

The State Fire Marshal's Office confirms through the fire chief/agency administrator, Cal EMA operational area, Cal EMA region or the State Fire Training PACE V committee that an individual has completed the required coursework and has obtained documented experience. Once an individual has received the approval of the appropriate CICCIS peer review committee a certification certificate will be issued from State Fire Training thru the certifying CICCIS peer review committee.

The fire chief/agency administrator is responsible for the certification process for the 100 level positions and the 200 level positions of Engine Boss and Crew Boss. All other 200 level and 300 level positions are certified by the Cal EMA Operational Area Peer review group. The 400 level positions are certified by the Cal EMA Regional Peer Review committee's. The 500 and 600 level positions are certified by the PACEV Committee

This responsibility includes evaluation of personnel for re-certification in cases where position qualifications are no longer valid due to a lack of current experience.

The quality of experience should be closely evaluated when making a determination for advancement to the next higher position, to a different position, or to a different position. The quality of experience may relate to the variety of fuel types in which an individual has performed, the size and complexity of the incident or event in terms of personnel, equipment, and operations, and the number of assignments.

Currency

Each Fire Department/Agency is responsible for annually reviewing qualifications of its personnel based upon the requirements of the CICCIS Qualifications Guide.

Employees who are qualified for any CICCIS position shall be required to perform that position satisfactorily at least once every five (5) years for ground based positions, or once every three (3) years for air operations and expanded dispatch positions, to maintain currency.

Currency for a position can be maintained by meeting any of the following requirements:

- By successful performance in the position qualified for within the given timeframe.
- By successful performance in a position identified in this Guide as Other Position Assignments That Will Maintain Currency.
- Successfully complete a trainee assignment in the position which they are qualified

Example: Currency for a Resources Unit Leader (RESL) can be maintained by

- Successful performance as a Resources Unit Leader (RESL); or,
- Successful performance as a Demobilization Unit Leader (DMOB) or Status/Check-In Recorder (SCKN); or,
- Successful performance as a Planning Section Chief Type 2 (PSC2) within five years.
- While functioning in the position while participating in a documented scenario based exercise or drill (certification for these has to be developed to have standards on complexity, etc...to be developed) develop complexity for all-risk, look at NFPA 1026 for complexity.

In many cases, currency requirements can be met by performing in a similar position that will satisfy the currency requirement. Other positions that meet currency requirements are identified for each position in *the position qualifications section of this guide*.

Currency requirements for Air Operations positions may also be met by performing on a day-to-day basis or on special projects, such as aerial spraying, search and rescue, and aerial ignition on prescribed burns.

De-certification/ Disqualification

The de-certification procedures in this section are intended to ensure safe and effective individual performance in assigned CICC positions. These procedures are also intended to provide supervisors and managers with another mechanism to ensure employee safety.

De-certification is the process of removing or reducing an individual's qualifications. De-certification is not an adverse action, it is a process to improve position skills; an employee may be re-certified according to the procedures outlined in the re-certification section of this document.

Causes for de-certification may include the following :

- An individual voluntarily surrenders their certification of qualifications or requests to be qualified at a lower level of responsibility.
- As an individual or a member of a crew, incident management team, an individual performs actions that violate recognized standard operational

procedures or identified safety procedures that are determined to have been instrumental in the endangerment of incident personnel or the public.

Examples of instances that may warrant de-certification include:

- Deliberately disregarding identified safe practices.
- Taking insubordinate actions that lead to unsafe conditions.
- Intentionally misrepresenting fire qualifications.
- Unsatisfactory performance in key elements of position tasks that lead to unsafe conditions.

Performance Evaluation and Documentation.

Performance of personnel shall be evaluated on each incident. Performance evaluation should be measured against the 10 Standard Firefighting Orders and 18 Situations that Shout “Watch Out”, established standards for the position, and other accepted standards of performance in all-hazard incident management.

All actions that violate established safety procedures shall be documented associated deficient performance evaluations must also be completed. Performance reviews, especially those that trigger consideration of de-certification, shall be coordinated and tracked.

Responsibility for Performance Evaluation and De-certification.

- Incident Commander. The Incident Commander is responsible for providing oversight of the initial performance review process. Within the authority delegated to all Incident Commanders is the responsibility to relieve from assignment and demobilize any personnel for safety violations. Incident Commanders, however, do not have the authority to de-certify individuals. Incident Commanders are responsible for providing documented reasons for relieving an individual, forwarding the information to; Cal EMA Fire and Rescue Branch, the appropriate peer review committee, the individual's home agency, and including a copy of the individual's performance rating in the documentation package.
- Peer Review Committee. The Peer Review Committee is responsible for initiating an administrative review to determine if de-certification is appropriate.

Any decision to de-certify an individual should include a determination of whether remedial actions are appropriate to re-certify the individual and a description of the recommended remedial actions.

During an evaluation of de-certification, individual qualifications may be temporarily suspended. Judgments about qualifications can be made through expert mentoring or independent assessment.

The Peer Review Committees shall review individual qualifications and certification and to address de-certification for anyone they have reviewed for certification.

- Individuals Relieved from an Incident Assignment. Individuals who have been relieved from an assignment shall not be reassigned to any incident until the Peer Review Committee approves the suitability of the individual to perform in any position on an incident.

Recertification

The evaluation of an individual's competency is key to re-certification where qualifications have expired. If currency has lapsed, the individual shall revert to the trainee level, be issued a position task book for the position, complete on-the-job-training if needed, and re-qualify in a position performance assignment. By returning to the trainee level, the person recertifying is introduced to new technology that assists with recalling position duties and responsibilities. It shall be the determination of the fire chief in consultation with the appropriate peer review chair as to whether an additional peer review is warranted.

Physical Fitness

Physical fitness criteria are established by individual fire agencies in their Illness, Injury and Prevention Plans or Department/Agency policy. Generally, if a firefighter is deemed fit for full firefighting duty is considered to meet the CICC requirements.

Non-operations personnel who may potentially be assigned to the fireline for non-suppression tasks must have the knowledge and skills found in Standards for Survival, or must be accompanied by someone qualified to be on the fireline, carry a fire shelter and know how to deploy the shelter.

Personnel must be able to meet the physical demands of ICS position assignments. The following four categories are physical fitness standards that have been identified through the NWCG 310-1. This information is provided as a guideline for personnel.

Personnel must meet established physical fitness levels for wildland fire assignments. Agencies may determine the method of evaluating the physical fitness level of their personnel. However, the testing method should be a measurable evaluation process.

The physical fitness levels for some positions (for example, strike team leader) have been modified based on research completed by the Missoula Technology & Development Center (MTDC). For more information, see <http://fsweb.mtdc.wo.fs.fed.us/> (*intranet site for Forest Service and Bureau of Land Management*) or *internet site* www.fs.fed.us/t-d/ (*user name t-d, password*

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Four levels of physical fitness have been established:

- Arduous. The duties require fieldwork performance by individuals with above-average endurance and superior physical conditioning. Occasional demand for extraordinarily strenuous activities in emergencies over extended periods of time may be necessary. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds. The work pace is set by the emergency situation and may be over irregular terrain. Examples of arduous duty positions are Strike Team Leaders, Single Resource Bosses, and Incident Commander Type 5.
- Moderate. The duties require fieldwork performance by individuals with average endurance and physical conditioning. Individuals usually set their own pace. Emergencies occasionally demand moderately strenuous activities over long time periods. Activities include considerable walking over irregular ground, climbing, bending, stooping, squatting, twisting, reaching, and lifting 25 to 50 pounds. Examples of moderate duty positions are Operations Section Chiefs and Fire Behavior Analysts.
- Light. The duties mainly involve office-type work with occasional field activity characterized by light physical exertion requiring individuals to be in basic good health. Individuals almost always govern the extent and pace of their physical activity. The activities may include climbing (such as stairs), standing, operating a vehicle, and some bending, stooping, or light lifting. Long hours of work may be necessary. Examples of positions requiring a light physical fitness requirement are Staging Area Manager and Helibase Manager.
- None. The duties normally are performed in a controlled environment, such as an incident or base camp. Testing is not required for individuals filling those positions having no physical fitness standards. Examples of positions requiring no physical fitness level are Planning Section Chief and Support Dispatcher.

Incident Complexity

“Incident complexity” is a characterization used to describe the level of difficulty, severity, or overall resistance that incident management personnel face while trying to manage an incident to a successful conclusion or to manage one type of incident compared to another type. Determining *Incident Complexity* is a subjective process based on examining a combination of indicators or factors. Common indicators may include the area (location) involved; threat to life, environment and property; political sensitivity, organizational complexity, jurisdictional boundaries, values at

risk, and weather. Most indicators are common to all incidents, but some may be unique to a particular type of incident.

Out of a whole-numbered scale of one to five “incident types,” the most serious or complex incident is labeled with a number one (1) and the least complex incident is labeled with a number five (5).

The following chart includes sets of contributing indicators for each of the five complexity types. The person responsible for determining incident complexity should analyze the general and span of control indicators specific to the actual or potential incident. This person will need to make a determination about what indicators the incident displays at a given time. Every indicator shown in the chart for a complexity level does not need to be present for that particular incident or complexity level to be selected.

An incident’s complexity can change. A Type 3 incident may be reduced to a Type 5 as the incident is managed or it might also grow, or be forecasted to grow, to become a more complex incident. After-shocks, for instance, may add more complexity to an earthquake event which initially signaled a Type 3 incident response. Incident managers will continuously review all indicators to ensure that the incident can be managed properly with the right resources regardless of how complex.

Common Incident Complexity Indicators:

Type	General Indicators	Span of Control Indicators
5	<ul style="list-style-type: none"> Incident is typically terminated or concluded (objectives met) within an hour or two once resources arrive on scene. One to five single resources may be needed. Formal Incident Planning Process not needed. Written Incident Action Plan (IAP) not needed. Minimal effects to population immediately surrounding the incident. Critical Infrastructure or Key Resources not adversely affected. 	<ul style="list-style-type: none"> Incident Commander (IC) position filled. Single resources are directly supervised by the IC. Command Staff or General Staff positions not needed to reduce workload or span of control.
4	<ul style="list-style-type: none"> Incident objectives are typically met within several hours once resources arrive on scene, but resources may remain on scene for up to 24 hours. Multiple resources (over 6) may be needed. Resources may require limited logistical support. Formal Incident Planning Process not needed. Written Incident Action Plan (IAP) not needed. Limited effects to population surrounding incident. Critical Infrastructure or Key Resources may be adversely affected but mitigation measures are uncomplicated and can be implemented within one Operational Period. Elected and appointed governing officials, stakeholder groups, and political organizations require little or no interaction. 	<ul style="list-style-type: none"> Incident Commander role filled. Resources either directly supervised by the IC or supervised through an ICS Leader position. Task Forces or Strike Teams may be used to reduce span of control to an acceptable level. Division or Group Supervisor position may be filled for organizational or span of control purposes. Command Staff positions may be filled to reduce workload or span of control. General Staff position(s) may be filled to reduce workload or span of control
3	<ul style="list-style-type: none"> Incident typically extends into multiple operational periods. Incident objectives usually not met within the first or second operational period. Resources may need to remain at scene for up to 3 or 4 days, requiring logistical support. Numerous kinds and types of resources may be required. Formal Incident Planning Process is initiated and followed. 	<ul style="list-style-type: none"> Incident Commander role filled. Numerous resources supervised indirectly through the establishment and expansion of the Operations Section and its subordinate positions. Division Supervisors, Group supervisors, Task Forces, and Strike Teams used to reduce span of control to an acceptable level. Branch Director position(s) may be filled for organizational purposes and occasionally for span of control. Command Staff positions filled to reduce

Type	General Indicators	Span of Control Indicators
	<ul style="list-style-type: none"> Written Incident Action Plan (IAP) needed for each Operational Period. Responders may range up to 200 total personnel. Incident may require an Incident Base to provide support. Population surrounding incident affected. Critical Infrastructure or Key Resources may be adversely affected and actions to mitigate effects may extend into multiple Operational Periods. Elected and appointed governing officials, stakeholder groups, and political organizations require some level of interaction. 	<ul style="list-style-type: none"> workload or span of control. General Staff position(s) filled to reduce workload or span of control ICS functional units may need to be filled to reduce workload.
2	<ul style="list-style-type: none"> Incident displays moderate resistance to stabilization or mitigation and will extend into multiple operational periods covering several days. Incident objectives usually not met within the first several Operational Periods. Resources may need to remain at scene for up to 7 days and require complete logistical support. Numerous kinds and types of resources may be required including many that will trigger a formal demobilization process. Formal Incident Planning Process is initiated and followed. Written Incident Action Plan (IAP) needed for each Operational Period. Responders may range from 200 to 500 total. Incident requires an Incident Base and several other ICS facilities to provide support. Population surrounding general incident area affected. Critical Infrastructure or Key Resources may be adversely affected or possibly destroyed and actions to mitigate effects may extend into multiple Operational Periods and require considerable coordination. Elected and appointed governing officials, stakeholder groups, and political organizations require a moderate level of interaction. 	<ul style="list-style-type: none"> Incident Commander role filled. Large numbers of resources supervised indirectly through the expansion of the Operations Section and its subordinate positions. Branch Director position(s) may be filled for organizational or span of control purposes. Division Supervisors, Group supervisors, Task Forces, and Strike Teams used to reduce span of control. All Command Staff positions filled. All General Staff positions filled. Most ICS functional units filled to reduce workload.

Type	General Indicators	Span of Control Indicators
1	<ul style="list-style-type: none"> Incident displays high resistance to stabilization or mitigation and will extend into numerous operational periods covering several days to several weeks. Incident objectives usually not met within the first several Operational Periods. Resources may need to remain at scene for up to 14 days, require complete logistical support, and several possible personnel replacements. Numerous kinds and types of resources may be required including many that will trigger a formal demobilization process. DOD assets or other nontraditional agencies may be involved in the response, requiring close coordination and support. Complex aviation operations involving multiple aircraft may be involved. Formal Incident Planning Process is initiated and followed. Written Incident Action Plan (IAP) needed for each Operational Period. Responders may range from 500 to several thousand total. Incident requires an Incident Base and numerous other ICS facilities to provide support. Population surrounding the region or state where the incident occurred is affected. Numerous Critical Infrastructure or Key Resources adversely affected or destroyed. Actions to mitigate effects will extend into multiple Operational Periods spanning days or weeks and require long-term planning and considerable coordination. Elected and appointed governing officials, stakeholder groups, and political organizations require a high level of interaction. 	<ul style="list-style-type: none"> Incident Commander role filled. Large numbers of resources supervised indirectly through the expansion of the Operations Section and its subordinate positions. Branch Director Position(s) may be filled for organizational or span of control purposes. Division Supervisors, Group supervisors, Task Forces, and Strike Teams used to reduce span of control. All Command Staff positions filled and many include assistants. All General Staff positions filled and many include deputy positions. Most or all ICS functional units filled to reduce workload.

CICCS Policy

Review Committee's

A primary responsibility of CICCS is the Delegated Authority to Cal EMA Operational Area & Regional Peer Review Committees to oversee the certification and qualification of Incident Command System participants. Peer Review Committees must have a composition of at least three (3) agencies. Peer Review Committees are established at the Local Agency Level (internal peer review should be done by each agency to insure competency), Cal EMA Operational Area (ICS 300), Region (ICS 400) and the State (ICS 500/600 also known as PACE V). Any questions a peer review committee might have regarding process or procedure should be referred to the next higher level committee for assistance. In Operational Areas with less than three agencies the peer review committee will join another Operational Peer Review Committee. The membership of the peer review committees represents the diversity of the agencies at the operational area, region or state. The members represent the area or agency and do not need to be qualified in all of the positions (although that is helpful). The CICCS task force recommends that the committees invite subject matter experts when reviewing applications if the expertise does not reside on the committee.

Operational Area and Region fire chiefs can set direction for their review committees to ask for additional training, experience or other requirements if the chiefs decide that is the best interest of the operations area or region. They cannot be less restrictive. Peer Review Committees, with the approval of their chiefs, will require that trainees go through the Peer Review Process prior to their name being entered into ROSS. They should also review with the Cal EMA Operational or Regional Coordinator who is being entered into ROSS to maintain the integrity of the system on an every six month basis.

The review committee formation process begins with the:

- Operational Area Coordinator/Regional Coordinator announcing the opportunity to participate on the committee and accepts applications for committee membership from applicable organizations and agencies.
- Operational Area Coordinator/Regional Coordinator makes the initial appointments to the Peer Review Committee.
- A Chairperson is elected by the Committee Members
- The Chairperson Serves a one year term
- Committee Members serve a two year term
- An Agency Represented on the Committee can only hold one position on the Committee . For example Los Angeles County FD while it is a Contract County, a Metro Department, a Fire District and a City Department can only choose to represent one of these positions.

- Any committee member that has a application to be reviewed must be excused from that portion of the meeting.

Committee Requirements:

- Peer Review Committees will meet at least annually, however, due to the need to review trainees and ROSS entries it is recommended that additional meetings be scheduled. *It is strongly recommended that committee members be open to receive communications and questions from operational area or region on subjects pertinent to CICCIS throughout the year*
- It is recommended that each operational area establish a web-page that includes Frequently Asked Questions, applications and links to related sites.
- The Committees will review applicants qualification and trainee packages that includes:
 - SMF Application
 - Course Completion Certificates
 - Completed Position Task Books / Performance Evaluations
 - Letter From Fire Chief
- Determine that the applicant meets the CICCIS standards for qualification or trainee status
- The Chairperson notifies the applicant and their Chief or designee of the results of the Peer Review
- The committee will award a CICCIS Certificate upon successful committee evaluation and in the case of a trainee will recommend their entry into ROSS.

Quorum

(1) A simple majority of the committee membership shall be a quorum. *SFM Procedures Manual page 14.*

Appeals Process

If a CICCIS application packet is submitted to a CICCIS Peer review committee and the application is denied an appeals process has been established. The applicant must appeal the denial in writing to the State Fire Marshall (CICCIS Taskforce) within 30 days of receiving notification that the CICCIS application was denied. The State Fire Marshall (CICCIS Taskforce) shall have 30 days to respond in writing after the receipt of the appeal. The decision of the State Fire Marshall (CICCIS Taskforce) shall be final

Committee Membership

Representation of Peer Review Committees is listed below. Some Operational Areas and Regions will not have all of the agencies listed available in their area and will make up their committee with what is available.

- City Fire Department
- Metro Fire Department
- Fire Protection District
- California Department of Forestry & Fire Protection
- OES Fire & Rescue
- Contract County
- Federal Wildland Fire Agency
- Federal Military Fire Agency
- Native American Reservation Fire Agency
- Labor Organization
- Independent Volunteer Fire Department
- Qualified ICS Training Specialist (From any fire agency)
- Community College that offers ICS courses
- Subject Matter Experts as required

The sponsoring Department/Agency will be responsible for the review and certification of the following: **100 & 200 level positions**

- | | |
|------------------------|------------------------------------|
| • Crew Boss (CRWB) | • Firefighter 2 (FFT2) |
| • Engine Boss (ENGB) | • Incident Commander Type 4 (ICT4) |
| • Firefighter 1 (FFT1) | • Incident Commander Type 5 (ICT5) |

The Cal-EMA Operational Area will be responsible for the review and certification of the following: **300 positions**

- | | |
|--|------------------------------------|
| • Agency Representative (AREP) | • Helicopter Crew Member |
| • Aircraft Base Radio Operator (ABRO) | • Helicopter Deck Coordinator |
| • Aircraft Dispatcher (ACDP) | • Helicopter Loadmaster (LOAD) |
| • Aircraft Time Recorder (ATIM) | • Helicopter Parking Tender (PARK) |
| • Base/Camp Manager (BCMG) | • Incident Commander Type 3 (ICT3) |
| • Claims Specialist (CLMS) | • Incident Communications Mgr. |
| • Communications Unit Leader (COML) | • Initial Attack Dispatcher (IADP) |
| • Compensation/Claims Unit Leader (COMP) | • Line Safety Officer |
| • Cost Unit Leader (COST) | • Medical Unit Leader (MEDL) |

- Deck Coordinator (DECK)
- Display Processor (DPRO)
- Documentation Unit Leader (DOCL)
- Dozer Boss (DOZB)
- Equipment Manager (EQPM)
- Equipment Time Recorder (EQTR)
- Expanded Dispatch Recorder (EDRC)
- Expanded Dispatch Support Dspr. (EDSD)
- Field Observer (FOBS)
- Firing Boss (FIRB)
- Geographic Info. System Specialist (GISS)
- Helibase Radio Operator (HERO)
- Helicopter Crewmember (HECM)
- Ordering Manager (ORDM)
- Personnel Time Recorder (PTRC)
- Procurement Unit Leader (PROC)
- Public Information Officer (PIOF)
- Receiving & Distribution Mgr. (RCDM)
- Resources Unit Leader
- Security Manager (SECM)
- Status/Check-In Recorder (SCKN)
- Strike Team Leader(any)
- Supply Unit Leader (SPUL)
- Take-off and Landing Coord. (TOLC)
- Task Force Leader (TFLD)
- Time Unit Leader (TIME)

The Cal-EMA Regional Area will be responsible for the review and certification of the following: **400 level positions**

- Air Operations Branch Director (AOBD)
- Air Support Group Supervisor (ASGS)
- Air Tactical Group Supervisor (ATGS)
- Division/Group Supervisor (DIVS)
- Expanded Dispatch Coord. (CORD)
- Finance/Administration
- Helibase Mgr. (any) (HEB1)
- Helicopter Coordinator (HLCO)
- Incident Commander Type 2 (ICT2)
- Information Officer Type 2
- Liaison Officer (LOFR)
- Logistics Chief Type 2 (LSC2)
- Operations Branch Director
- Op's Section Chief Type 2 (OSC2)
- Planning Section Chief Type 2 (PSC1)
- Rx Burn Boss Type 1 (RXB1)
- Rx Burn Boss Type 2 (RXB2)
- Rx Fire Manager Type 1 (RXM1)
- Rx Fire Manager Type 2 (RXM2)
- Safety Officer Type 2 (SOF2)
- Section Chief Type 2
- Service Branch Director (SVBD)
- Structure Protect. Specialist (STPS)
- Support Branch Director (SUBD)
- Training Specialist (TNSP)

The State Fire Training PACE V committee will be responsible for the review and certification of the following: **500 and 600 level positions**

- Area Command
- Area Command Aviation Coordinator (ACAC)
- Area Command Communications Coord.
- Area Command Logistics-Chief
- Area Command Planning-Chief
- Finance/Admin-Section Chief Type 1 (FSC1)
- Fire Behavior Analyst (FBAN)
- Incident Commander Type 1 (ICT1)
- Information Officer Type 1
- Logistics Section Chief (LSC1)
- Op's Section Chief Type 1 (OSC1)
- Planning Section Chief Type 1 (PSC2)
- Safety Officer Type 1 (SOF1)

At the local level the Fire Chief provides the review and approval process for certification of their department either personnel or through a department Peer review Committee. The California Fire Service and Rescue and Emergency Mutual Aid System provide the framework for the organization of the Peer Review Committees at the ICS 300 and ICS 400 levels.

Applications for Certification at the ICS 300 level will be submitted for review and approval by a multi-agency committee created and maintained at the Mutual Aid Operational Area level throughout the state.

Applications for Certification at the ICS 400 level will be submitted for review and approval by a multi-agency committee created and maintained at the Fire and rescue Mutual Aid Regional Coordinators level. The Peer Review Committee membership at the Regional Level is composed of the same type of fire service representatives as outlined at the Operational Area level peer review committee

Applications for Certification at the ICS 500 and ICS 600 levels will be submitted for approval to the SFMO and reviewed by the PACE V Committee. PACE V is a permanent standing committee of the State Board of Fire services.

Each employee's ICS position (qualifications and experience) must be re-evaluated every year by the individual and agency fire qualifications card or similar documentation of certification must be issued.

Certificates

Once a CICC packet has been approved by any of the 300-600 level review committees a Certificate will be issued by that committee. The CICC Qualification Certificate will indicate the ICS Position qualified for and will be signed by the chairperson of the review committee. The certificate will be issued through the authority of the "Office of the State Fire Marshall". The certificate will be sent to the Sponsoring Department for distribution to the qualified individual.

Agencies Having Jurisdiction (AHJ's) are responsible for issuing Certificates indicating Qualification for all 100 level positions, Firefighter I (FFT1) and Engine Boss (ENGB). It is recommended that AHJ's issue certificates for these positions so they can be included in the CICC'S packets for higher level positions

Internal Agency Review Committees

It is recommended that each AHJ create their own internal review committee's to review the 100 level positions and FFT1 and ENGB. These committees should also have the responsibility to review all CICC'S packages that will be sent to the 300-600 level review committees to insure the CICC'S packet is complete. This will streamline the work that the 300-600 level committees have to accomplish.

Application Submittal Process

The CICC'S application process starts with the application, which can be at: <http://www.firescope.org/specialist-groups/ciccs/ciccs.htm> .

The application is required to be typed. The application has four components:

- The first is a letter from the Fire Chief/AHJ from the sponsoring Department/Agency that indicates that they approve both the individual and position being applied for. If provided to the review committee in writing the Fire Chief/AHJ can designate another Department/Agency person to be the approving authority.
The involvement of each agency fire chief is important and required to adequately implement ICS. The fire chief or their designee reviews training and experience and determines whether their employee should hold an ICS position as a trainee or fully qualified by approving at the ICS 100-200 levels or sending to the appropriate peer review committee for their review. The fire chief is also responsible to determine whether their personnel meet currency and department physical fitness requirements. The task force is developing guidelines for decertification for use by the Fire Chief to use in case of negligence or other reasons to discipline individuals.
- Secondly general personal information about the individual submitting the application. The application needs to be signed by the individual as well as the Department/Agency person verifying that all of the information in the application is accurate and verified.
- Third is a list of the incidents/experience to be considered. This list should be in chronological order with the most recent incident listed at the top of the page.
- Fourth is a list of the classes completed. This list should be in order by class number with the lowest class number at the top of the page.

In addition to the four component application the following will also need to be provided:

- A Complete copy of the PTB
- A copy of all Performance Evaluations (ICS form 225) for the positions being applied for. The incident that qualification was recommended, by checking off the review box is required to be submitted.
- Copies of all class certificates for the required classes for the position being submitted for.
- Any other documents can be included in the CICCIS packet that supports documentation of knowledge and experience, this includes, IAP components, 214's, letters, pay documents etc.

See appendix XX for a copy of the CICCIS application and additional details and directions for submitting a complete CICCIS packet.

CICCIS Record Keeping

The CICCIS chairperson shall keep a file of all information pertaining to the procedures of the peer review committees including:

- Electronic messages or notes
- Hard Copy notes, letters and other correspondence.
 - Minutes of each meeting
 - Original Signed Applications
 - ROSS inputs and review documentation
 - IQS review documentation

Each Committee must establish procedures for the safe storage of the CICCIS records and for the transfer of files to new chairpersons.

CICCIS and ROSS

- Reviews of personnel being statues in ROSS should be performed annually by each CICCIS Peer Review Committee to insure that only personnel reviewed by the Committees are being entered. This must be coordinated with the Cal EMA Fire and Rescue Operational Area and Region Coordinators and AHJ IQS coordinators.

IQS (Incident Qualifications System).

The Incident Qualifications System (IQS) is the CICCIS recommended system for maintaining certification records (see Appendix J for an in-depth description of IQS).

IQS tracks all management personnel, training, assignments and qualifications. Incidents with an ICS form 225 can be entered into IQS and the program will

automatically update a persons records. Some of the advantages of IQS are that it limits corruption from outside the system, limits the number of persons who can update system and improves working with ROSS. Each AHJ should designate a person to manage the Incident Qualification System to maintain the accuracy and integrity of the system.

Qualification Cards

Agencies are not required to have their own qualification cards but are responsible for providing proof of qualification. You do not need a card but you do need a document from your agency stating you are qualified for the position you are assigned. A qualification card is recommended. Qualification Cards will be issued yearly be up to date and valid. A template for qualification cards is on the FIREScope website. Additionally a template is in the Incident Qualifications Program (IQS). The IQS program provides a platform to print qualification cards for an agency and at the same time provides tracking of their personnel, their ICS training, and their qualifications.

Individuals are responsible for providing proof of qualification on an incident.

Certification and documentation requirements must be met prior to signature of the Incident Command System Qualification Card.

The Fire Chief may delegate authority to sign an Incident Qualification Card to the Department Training Officer or other designee. Detailed information on the Incident Qualification Systems and Qualification Cards can be found in Appendix XXX.

The Fire Chief shall ensure that certification records are maintained and shall issue an Incident Command System Qualification Card annually to each currently certified individual. The card shall contain, at a minimum:

Individual's name,

- agency,
- year,
- qualified positions,
- on-the-job training needs,
- measured physical fitness,
- other skills
- clarifying remarks.

Historical Recognition

Historical recognition is the process of providing the opportunity to individuals that possess extensive experience for a position that is newly created. Once a new position has been identified there will be a one year timeframe to submit CICC packets for consideration for the new position. The start date will begin

form the date on the letter from the CICCIS Taskforce announcing the new position. All CICCIS packets must be in the hands of the review committees prior to the date of the one year anniversary of the date of the original CICCIS letter announcing the new position. For experience to be considered it must have been obtained prior to the announcement of the new position.

Because of the nature of the historical recognition process there will not be any PTB's and Performance Evaluations to submit. Other forms of documentation will be necessary. This could include IAP components (203's and 204's), 214's and or pay documents. Letters from superiors that have supervised or can validate the necessary experience will also provide documentation.

POSITION CATEGORIES

This Guide has established training and experience requirements for the three categories of positions utilized in incident management and prescribed fire use in addition to the duties and prerequisites. The four categories are identified as Incident Command System positions, Prescribed Fire Positions and Technical Specialists.

- A. Incident Command System Positions. Any position found in the position qualification section.
- B. Fire Use Skill Positions. Positions identified as needed to administer successful use of wildland and prescribed fire to achieve land management objectives.
- C. Technical Specialists. Personnel with unique skills needed to support incident operations. These specialists may be utilized within any functional area of the incident organization. Each agency is responsible for establishing position requirements guided by agency directives or interagency guides.

Many Technical Specialists are certified in their field or profession. If the position is specifically identified in Position Qualifications section of this Guide, then specialists must meet all requirements listed. The Peer Review Committee shall review the specialist's technical and physical abilities to determine qualifications. This review may include checking licenses, evaluating previous training and work experience, and observing on-the-job performance.

POSITION QUALIFICATIONS AND TRAINING LEVELS

The position qualification section provides an index to positions and the exhibits containing qualifications for the positions. The section also shows training requirements, experience, physical requirements, and other positions meeting currency requirements for the four position categories utilized in wildland and prescribed fire and aviation management. Training requirements for these positions are defined by a tiered three-level nomenclature. The three levels of training are defined as follows:

- Level 1 Must complete the specific training.
- Level 2 Must complete the specific training or an approved equivalent training. Approved equivalent training is identified in the Course Equivalency Guide of the currently approved equivalent courses is contained in Appendix A.
- Level 3 May complete recommended training. This includes training where information learned may be beneficial to the individual but is not necessary in order to qualify an individual for the position.

Included in this category are several geographic area developed courses, which may enhance the capabilities of the individual to perform the job. Many of these courses may not be available in all geographic areas (for example, Intermediate Air Operations, previously known as S-370, is not available in all geographic areas; hence it is placed in the Level 3 category).

TRAINING

Courses are designed to be taken in an ascending order of complexity based on successively higher levels of responsibility and skills in fire and aviation management. The required training identified for each position, set out in the sections 11 through 19, includes courses needed for that position in addition to the training required in all prerequisite positions.

Courses are identified by a number preceded by a designator letter I, S, RX, D, or P, as follows:

<u>Designat</u>	<u>Courses</u>
<u>or</u>	
I	Courses in the National Interagency Incident Management System - Incident Command System (NIIMS - ICS)
S	Skills courses
RX	Fire use courses
D	Dispatch courses
G	Gap or Wildland Fire Fighting Skills for Structural Firefighters
L	Leadership courses
P	Prevention courses
M	Managerial/support courses

The ascending numbering system shows the level of sponsorship:

<u>Course Number</u>	<u>Sponsorship</u>
100-200 level	Local
300 level	Operational Area
400 level	Region
500-600 level	State or National

Refer to the National Wildfire Coordinating Group's "Field Manager's Course Guide" (PMS 901-1) for course descriptions, purpose and objectives. An internet version is available at <http://164.159.185.38/pms/training/fmcg.pdf>

Not all positions listed are in the current position qualification section. As the need for these positions evolves their training and experience will be developed. Additional all-hazard positions will be added in the next addition of the Guide.

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